

**MICHIGAN DOMESTIC VIOLENCE PREVENTION & TREATMENT BOARD**

**Child & Family Services / Michigan Family Independence Agency**

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**MICHIGAN DOMESTIC VIOLENCE PREVENTION AND  
TREATMENT BOARD MEETING MINUTES**

**September 13, 2000**

Holiday Inn West

Delta Rooms

Lansing, MI

**\*\*\* APPROVED – October 11, 2000 \*\*\***

**Attendance:**

James A. Fink, Chair  
Ferne Farber, DV Board  
Shirley Mann Gray, DV Board  
The Honorable Richard Halloran, DV Board  
Michelle Hayes, DV Board  
Catherine C. Lucas, DV Board  
The Honorable Edward Sosnick, DV Board

Debi Cain, Executive Director  
Patsy Baker, DV Staff  
Celest Colton, DV Staff  
Sandy Cory, DV Staff  
Penny Hackett-Evans, DV Staff  
Sarah Heuser, DV Staff  
Josie Jubb, DV Staff  
Julie Lyons, DV Staff  
Anna Melbin, DV Student Intern  
Joyce Wright, DV Staff

**Guests:**

Renee Batt, Domestic Harmony  
Donna Cornwell, Center for Women in Transition  
Debbie Felder-Smith, LACASA  
Pam Forbes, Women's Information Service, Inc.  
Kathy Hagenian, MCADSV

Larry Hermen, Centerboard Associates  
Pat Hillmann, Domestic Assault Shelter Coalition  
Susan Holcomb, Safe Shelter  
Char Kangas, Baraga County Shelter Home  
Mary Keefe, MCADSV  
Jan Mancinelli, Women's Resource Center of Northern Michigan  
Barbara Mills, YWCA Domestic Assault Program  
Emily Newhouse, Barbara Kettle Gundlach Shelter  
Anne Norlander, Michigan Women's Commission  
Hedy Nuriel, HAVEN  
Jane O'Dell, SAFE House/YWCA of Greater Flint  
Shirley Pascal, Aware, Inc.  
Mary Patterson, DARES  
Marie Peterson, Region Four Community Services  
Victoria Reese, SAFE Place  
Velda Sclafani, Domestic Violence Escape, Inc.  
Susan Shoultz, Council Against Domestic Assault  
Martha Truscott, Michigan Women's Commission  
Gwyn VanDevender, Thumb Area Assault Crisis Center  
Gail Waymire, Branch County Coalition  
Susan Wittig, Highfields! Alternatives!  
Ginny Wood, Family Counseling & Services

**I. Meeting called to order at 12:40 pm.** Introductions were made around the room.

**II. Board Consent**

**A. Approval of Agenda:** F. Farber moved to approve the agenda. S. Mann Gray seconded the motion. Motion carried.

**B. Approval of Minutes:** F. Farber moved to approve the MDVPTB meeting minutes of June 15, 2000. Seconded by M. Hayes. Motion carried.

**C. Approval of Ends Statements:** F. Farber moved to approve the MDVPTB Ends Statements as written. Seconded by S. Mann Gray. Motion carried.

**III. General Reports:**

**A. Chair's Report:**

- 1. Board Meeting Schedule 2000 – 2001:** J. Fink reviewed the tentative board meeting schedule for September 2000 through June 2001 including suggested discussion topics. D. Cain gave an explanation of the five groups of suggested educational topics that relate to each of the Ends Statements. Topics include: needs assessments, new and emergency programs (rights of survivors); GPS tethering project, batterers standards (holding batterers accountable); legislative initiatives, current research (knowledge of public); rural report, child welfare, Death Review Team (systems responses); and quality assurance monitoring: domestic violence, sexual assault, transitional supportive housing (enabling organizational success). One topic will be chosen for discussion at each board meeting.

Barbara Hankey, Oakland County Probation Department, will present at the October 11 board meeting at the Oakland County Courthouse, Pontiac. She will speak on the GPS tethering pilot project currently underway in Oakland County.

The board agreed that future presenters will be scheduled as they are available.

**MOTION: R. Halloran moved to adopt the meeting schedule. C. Lucas seconded. Motion carried. Motion was amended to adopt the meeting schedule except for the annual retreat date and to look for another retreat date. C. Lucas seconded. Motion carried.**

- 2. Update on Board Retreat:** J. Fink summarized that the board explored what their role as a board should be in the state and how best to support staff in implementing that role as it has changed. This work involved a slight revision to the mission statement and development of several new policies.

**3. Ends Statements/Policy:**

- a. Board Code of Conduct:** J. Fink led the discussion on the Board Code of Conduct. Board members absent at the June meeting committed to ethical and businesslike conduct. This includes proper use of authority and appropriate decorum when acting as a board member. The record will show:

S. Mann Gray as having no conflicts.

C. Lucas as having no conflicts, except where discussion or votes regarding Barry, Eaton, and Calhoun counties are concerned she will abstain.

E. Sosnick as having no conflicts, except where the Oakland County Coordinating Council is concerned providing people to work on the spring 2001 conference.

- b. **Mission Statement revision:** The current mission statement reads “The Michigan Domestic Violence Prevention and Treatment Board exists to assure that Michigan is free of domestic violence.” Within the FIA/MDVPTB office, staff put significant time and energy into budgeting and contracting in the area of sexual assault. It was recommended that the mission statement be revised to recognize the area of sexual assault and read: “The Michigan Domestic Violence Prevention and Treatment Board exists to assure Michigan is free of domestic and sexual violence.” D. Cain stated that the board’s enabling legislation speaks specifically to domestic violence and at some point may need to be revised to include reference to sexual assault.

**MOTION: Made by C. Lucas to rewrite the board’s mission statement to read: The Michigan Domestic Violence Prevention and Treatment Board exists to assure Michigan is free of domestic and sexual violence. Seconded by F. Farber. Motion carried.**

- c. **Report Matrix:** The matrix is the Executive Director’s reporting schedule that is required in the Executive Limitations for reports on Governance Policies. The proposed schedule was reviewed; the only change being the report deadlines be more evenly distributed throughout the year.

**MOTION: Made by C. Lucas to support the change in reporting dates to more evenly distribute reporting throughout the year. Seconded by F. Farber. Motion carried.**

- 4. **Executive Limitations:** F. Farber clarified the following four policies which were developed at the retreat:

- a. **Addition to Asset Protection,** item #3 was added to read: Fail to carefully and deliberately represent the board’s public image in all media opportunities where the board has taken a leadership role or has provided significant resources.

**MOTION: Motion by R. Halloran to adopt the policy addition of Asset Protection, Executive Limitations, item #3. Seconded by M. Hayes. Motion carried.**

- b. **The Assurance of Quality, Executive Limitations, new policy,** suggested wording: The board is the State of Michigan’s lead organization concerned with

domestic and sexual violence. The board will represent legal and moral ownership and, in support of this role, it assures the dissemination of information, best practice, and access to opportunities for the development of quality services and outcomes.

The Executive Director shall not fail to:

1. Communicate required standards of care and operation to providers.
2. Identify (review) organizations deemed appropriate for use by providers to comply with state standards. *(This item has been tabled for future discussion, i.e., Ensure the monitoring of funded organizations either through direct monitoring or . . .)*
3. Provide leadership in the identification and development of best practice models for programs.
4. Use policy governance principles, where appropriate, in the development and administration of state-required standards.

**MOTION: Made by R. Halloran to adopt the policy as rewritten in the first sentence to include “the State of” Michigan’s . . . ; adopt revised items 1, 3, and 4; and for the Governance Committee to bring back revisions for item #2. Seconded by F. Farber. Motion carried.**

- c. **State Policy Leadership, Executive Limitations, new policy**, suggested wording: The board chooses to take a leadership role in the careful, comprehensive, coordination of state policy in domestic and sexual violence.

The Executive Director, in support of this role, shall not fail to:

1. Coordinate and provide a rapid response to potential changes in state legislation.
2. Utilize board members as expert resources in developing response to policy changes in cooperation with the chairperson.
3. Promote the organization to others as the clearinghouse for state policy review on domestic and sexual violence.
4. Coordinate the initiation of new state policy.
5. Provide a “public stance” on policy issues.
6. Educate organizations and systems on policy matters.

**MOTION: Made by S. Mann Gray to adopt the new policy on State Policy Leadership, Executive Limitations. Seconded by M. Hayes. Motion carried.**

- d. **The Contracting Process, Executive Limitations, new policy**, suggested wording: The board assures its accountability to the state, consumers, contractors, and in support of its Ends, through the contracting process. It holds the Executive Director accountable for the development and inclusion of essential contract components designed to maximize prudent, legal, ethical, and effective behavior and actions of contractors and providers.

As such, the Executive Director shall not fail to:

1. Ensure contracts and activities developed relate to the MDVPTB Ends Statements.
2. Evaluate contract performance and provide methods of correction and improvement, using firm consequences when necessary
3. Avoid, reduce, and eliminate bureaucratic barriers when possible.
4. Use educational opportunities and requirements in contracts to support board-stated Ends.

**MOTION: Made by C. Lucas to adopt the new Contracting Process language as amended. Seconded by R. Halloran. Motion carried.**

**5. Board Policy Review:**

- a. **Board Job Description:** Discussion ensued regarding reference to sexual assault vs. sexual violence.

**MOTION: Made by C. Lucas to affirm the policy with the addition of “and sexual”. Text will read “domestic and sexual violence. . .” Seconded by F. Farber. Motion carried.**

- b. **Governing Style:** R. Halloran read the Governance process policy for staff and visitors.

**MOTION: Made by R. Halloran to readopt The Governing Process, Governing Style, policy as written. Seconded by F. Farber. Motion carried.**

6. **Stalking Statute:** The board and the Prosecuting Attorneys Association of Michigan (PAAM) filed an *amicus* brief, written by L. Hopkins, Assistant Prosecutor in Kent County; joined by Jeff Sauter, President of PAAM; and J. Fink as MDVPTB chair. J. Fink requested the board to send Lynn and Jeff a thank you for letting the board participate in the brief writing. K. Hagenian requested permission for the calls

regarding the stalking laws be referred to J. Fink. This was agreed upon.

7. **Reappointments:** There are four board members who terms are expiring at the end of September. Notification of the reappointments should be received soon from the Governor's Office.
8. **S. Kelly Update:** J. Fink reported he presented S. Kelly with a plaque from the board honoring her years of service in the Families First Program.

**B. Executive Director's Report:**

1. **Domestic Violence Task Force:** D. Howard (FIA), J. Haveman (MDCH), J. McBryde (MDCH), and D. Cain met to look at how statewide agencies could do a better job with collaboration around the issues of domestic violence. It was decided that J. McBryde and D. Cain co-chair a Task Force of statewide agency people who are doing funding or are involved in domestic violence initiatives. Contracting, RFPs, monitoring, publicity relating to domestic violence, etc. are issues being discussed. Updates will follow as to progress.
2. **Coordinating Council Conference:** The conference is scheduled for March 16, 2001 in Mt. Pleasant, hosted by the Tri-County Coalition Coordinating Councils. One of the keynote presenters will be E. Sosnick. The MDVPTB will be paying for two – three coordinating council members per community to participate in the event.
3. **Domestic Violence Death Review Team:** A team of statewide partner members who went to Key West two years ago have met to look at some of the initiatives being done in other states. The intent of the group is to look at if anything could have been done differently to prevent a homicide. The state effort is to look at gaps in legislation, training initiatives, involvement of other professionals (i.e., dentists, medical examiners). Attorney General J. Granholm has agreed to head up a statewide Death Review Team. The first meeting will be held in mid-December with the goal to write an aggregate report of homicides of Michigan women. S. Mann Gray recommended as a key connection a cross review of children's homicides at the same time.
4. **Domestic Violence Awareness Month:** October is Domestic Violence Awareness Month. Contact has been made with the Governor's Office regarding press conferences.
  - a. The Michigan State Police (MSP) on October 2 will be initiating a billboard campaign using STOP funds. Drafts of the billboard posters were presented to the board. Governor Engler and Colonel Robinson of the MSP will unveil the posters at

a press conference in Lansing – date to be determined. A list will be made available as to where the billboards are posted.

- b. Before the October 11 board meeting at the Oakland County Courthouse, the 2000 Oakland County Domestic Violence Prevention Awards Ceremony is scheduled from 12:00 – 1:00 pm.
5. **Mort Crim Communications:** Mort Crim Communications has been contacted to amend their FIA contract to include MDVPTB. Mort Crim will develop MDVPTB public relations material for a logo hopefully by the October board meeting, logo guidelines, an annual report for early December, newsletter, and basic materials (brochures, folders, etc.).
6. **Hotline:** The domestic violence state hotline number is currently being phased out as a domestic violence resource. However, because the number is also used as the FIA Elder Abuse hotline, the number will continue to be available to elders. Domestic violence callers are encouraged to use the National Hotline number: 1-800-799-SAFE (7233). Literature will be mailed requesting people to discontinue using the state domestic violence number and begin using the National Hotline number.
7. **Legislative Issues:** D. Cain will be convening a committee of people who represent a number of different legislative viewpoints to assist in the process of thinking proactively around the issues of domestic and sexual violence and help us reactively when needed. The state partners will be invited to participate along with the Michigan Women's Commission, legislative people, and FIA legislative representatives.
8. **Quality Assurance Monitoring Positions:** The two positions would include the coordination of site monitoring to be done with peers for domestic and sexual violence and transitional supportive housing programs. D. Cain recommended looking at two positions: one to do monitoring that would include actual coordination of the site monitoring done with peers and a second position to look at sexual assault and transitional housing programs.

The board was requested to review a letter and resume from Karen Porter regarding one of the monitoring positions. To support this request, and by motion of the board, D. Cain can request FIA personnel to hire a particular person under contract.

**MOTION: Made by J. Fink that the board direct the Executive Director to seek a contract with Karen Porter and take whatever steps are necessary and possible to achieve that. Seconded by F. Farber. Motion amended by C. Lucas that the board direct D. Cain to hire Karen Porter and a second**



**individual to provide the monitoring function who has domestic violence experience. Seconded by F. Farber. Motion carried.**

- 9. Omsbud Functions:** The MDVPTB will need more staff who are functioning in Lansing to serve as ombuds for the complaints and grievances that come up which directly or indirectly relate to the MDVPTB.
- 10. Train-the-Trainer:** Review of S. Heuser's report on the Domestic Violence Train-the-Trainer Pilot Academy. She will report back on the academy scheduled for the week of September 25. This has been a huge undertaking and S. Heuser has done a phenomenal job.
- 11. Executive Director Turnover:** There has been a large turnover of shelter Executive Directors. The board was encouraged to talk with the Directors present and express to them the board's appreciation for the tremendous work they do under very stressful circumstances.
- 12. Caring House Update:** The situation which arose at Caring House has been resolved. An arrest was made. The crisis line worker in this facility should again be commended on her remarkable work.

**C. Other Reports:**

- 1. Finance Committee Budget Report:** D. Cain reviewed the budget report stating that the excess \$1 million in STOP funds have been rolled over.

The rural grant money was available only through November 1, 2000. Rural grant money will not be available until it is our turn again as a state to receive grant money. A no-cost extension for the grant has been requested and is pending.

The MSHDA – TANF encumbered funds for transitional supportive housing money has been approved and should be effective October 1, 2000 for possibly two years.

This is the first time the Rape Prevention and Services money is reflected on the budget report. This represents an increase of \$1.5 million in TANF funds.

There is a five percent (5%) increase for the domestic violence programs receiving Families First contracts.

FIA will pay for the MDVPTB support staff position until September 30, 2001.

Three (3) staff positions are vacant.

**MOTION: Made by J. Fink to approve the proposed budget as amended to reflect the FIA picking up S. Cory's position. Seconded by S. Mann Gray. Motion carried.**

- 2. Finance Committee Role:** L. Hermen reported that the Finance Committee met by conference call to discuss the committee's role and the direction of the board.

The proposed Governance Process, Board Committee Structure, was reviewed. Item number one was rewritten to read " Finance Committee: This committee exists to (1) review the annual budget and resource plan, and significant modifications of that plan to advise the board that its policy on planning assumptions are in compliance with the Board's Ends Statements."

Discussion ensued. The board agreed to review the whole Board Committee Structure policy prior to and for action at the next board meeting.

**MOTION: R. Halloran moved to table the Board Committee Structure piece for action at the October board meeting. Seconded by F. Farber. Motion carried.**

- 3. 2001 Enhancements:** D. Cain reported on the October 1, 2001 budget enhancements. She recommended that in the September 13, 2000 memo, Executive Limitation Report on Budgeting and Resource Planning, item 3:

A and B. Be blended into one item to up the base to children's services and general comprehensive services to domestic violence.

C. Recommended more money be allocated for transitional supportive housing.

D. Recommended more money for sexual assault services and prevention.

**MOTION: S. Mann Gray moved to go forward in presenting the 2001 MDVPTB Enhancements in FIA format. Seconded by R. Halloran. Motion carried.**

- IV. Ends Development – Education/Discussion:** J. Fink introduced Martha Truscott and Anne Norlander from the Michigan Women's Commission (MWC). They made available copies of *Michigan Women*; brochures on rape drugs, GHB, methamphetamine; and an events calendar.

M. Truscott, Executive Director, thanked the board for all their help in improving the safety of women in the State of Michigan. The MWC began in the early 1960s with its statutory creation in 1968 by Senator Lorraine Beebe, Wayne County. Serving as the chairwoman of the commission in 1970, Senator Beebe secured funding from the state as a non-partisan, stated-funded, tax-payer organization. The umbrella organization is under the Department of Civil Rights as a 15-member body with all the commissioners appointed by the Governor for three-year staggering terms.

The commission has recently been involved with the Domestic Violence Task Force on a state level and partnering and working with the Governor's cabinet. The MWC feels fortunate to be able to have these types of relationships in communicating the message on domestic violence. The mission statement of the commission is to improve the quality of life for Michigan women, and with their statutory authority, they continue to study the issues, make policy recommendations where appropriate, formulate proposals, and educate the public on issues facing women.

A. Norlander, MWC Chairwoman and Calhoun County Clerk and Register of Deeds, first spoke as clerk to the Circuit Court as dispensing Personal Protection Orders (PPO). She felt that the dispensing of PPOs could be handled in a fashion that preserves people's dignity, and with that insight, A. Norlander along with C. Lucas and V. Reese assisted in re-engineering the PPO process in Battle Creek.

Since 1977, A. Norlander served as part of the MWC; and in March 2000, was honored as being named Chairperson by Governor Engler. The main issue for 2000 is raising awareness of GHB and rape drugs through the development of brochures with the assistance of the Michigan Department of Community Health, TV, and radio spots. The MWC is a member of the statewide Capitol Area GHB Task Force spearheaded by Senator Spence Abraham aimed at educating and eradicating the use of GHB in Michigan. Rape drug information was mailed this summer to all the domestic violence shelters in Michigan for counselors to share with victims.

Their mission of this calendar year is to make the Michigan Women's Commission a household word. This is being accomplished through other state agencies such as the Michigan Department of Community Health and Michigan State Police with public service announcements, media interviews, and public speaking engagements.

In March 2001, the Prosperity Institute will be brought to women across Michigan. The institute is a partnership between the MWC and the Michigan Department of Treasury. It is a free conference with the goal of achieving and maintaining financial independence for women.

The board asked how they can help in assisting with achieving their goals. M. Truscott stated that communicating the message on domestic violence issues and raising awareness of the

MWC through projects and group presentations in local communities will help move their goals forward.

V. **Ends Development – Work to Date:**

**A. Transitional Supportive Housing (TSH):** Work is being done on the whole concept of a master contract with service providers. This would eliminate the need for numerous contracts with one service provider, the need for extra paperwork to process line items transfers, etc. The existing TSH may be amended through September 30, 2002. This would allow the master contract concept to begin October 1, 2002.

**B. GPS Tethering:** The one-year tethering pilot in Otsego and Oakland counties will end September 30, 2000. As of September 30, 2000, they will need to stop tethering any new individuals. A one-year extension beyond that date will be granted to finish any tethers initiated prior to September 30, 2000. A final report is being prepared for the October board meeting.

**C. Enhancements:** Four enhancements were awarded which begin October 1, 2000. They are:

1. \$425,000 in children's services. The domestic violence contracts will be amended effective January 1, 2001, to allow an additional \$9,000 for this fiscal year and an additional \$9,000 for the next fiscal year. The money will be carried forward for upcoming fiscal years.
2. Additional bed space for Wayne County specifically. C. Colton has been working with the three Wayne County programs. Between the three programs, bed space in Wayne County will be expanded for 16 beds as of October 1, 2000. Each program will be receiving \$25,000 for this expansion.
3. Allegan County was designated to receive an additional \$75,000. Previously, the Holland program was contracted to provide services via satellite. After meeting with both Allegan and Holland representatives, an agreement was worked out to contract the money to Holland. Holland will subcontract most of the money to Allegan shelter program.
4. The Eaton County Sirens program is pending. This is essentially a homeless program that does provide some domestic violence services. After a site visit, three options were presented to the Sirens program. To receive the \$75,000 they will need to:

- a. Meet our standards. Sirens felt it would take one to two years as they basically do business as a homeless shelter.
- b. Work out an arrangement with the program in Calhoun County who is currently contracted to provide satellite services to Eaton County.
- c. Work with another domestic violence program and do similar contracting out if they feel Calhoun County is not the most appropriately geographically located program.

The matter is pending. The money will be made available once Sirens meets the MDVPTB standards as stated above.

**D. Rape Prevention Services:** Work is being done on the \$1.5 million enhancement of money in this area. A meeting is scheduled with sexual assault service providers on how to amend the contract for existing agencies. Cris Sullivan will develop monitoring standards as they relate to sexual assault.

**E. Emerging Programs:** The issue has been raised as new programs are emerging. The board will need to address the issue of additional shelters emerging. A process will need to be formalized as to how the MDVPTB will address this issue, i.e., when is there legitimate need, dollars are not increasing, etc. Topic will be added to the October agenda as a carryover item.

**MOTION: C. Lucas moved that the Executive Director's report on Budgeting and Resource Planning as presented by D. Cain be accepted as in compliance. S. Mann Gray seconded. Motion carried.**

**VI. Public Comment:** E. Newhouse, Barbara Gundlach Shelter in Calumet, commented on the budget cut of rural grant contracts. She is requesting the board to find alternative funds for the rural programs.

C. Kangas, Baraga County Shelter Home in L'Anse, used partial rural grant funds to support their "Kids Rights Program" for 5<sup>th</sup> – 7<sup>th</sup> graders. \$25,000 from their rural grant funding made this program possible.

J. Fink suggested going to law enforcement agencies with school districts looking for some community policing grants. These grants are available through the federal government encouraging collaboration and non-traditional law enforcement.

P. Hillmann, Domestic Assault Shelter Coalition in Three Rivers, suggested for next year that the MDVPTB use a statewide domestic violence campaign for local use that all could buy into.

S. Shoultz, Council Against Domestic Assault in Lansing, announced a press conference with the chief of police in Lansing area on October 2, at City Hall Courtroom at 10:00.

- VII. Process Evaluation:** L. Hermen reviewed the current board meeting answering questions: how did you use your time, do you feel like you own this process, what are your comments, and what can we do to improve the process?

Positive outcomes were noted: the meeting covered a lot of information, Carver process principles are working well, used tools available, increased dialogue, reaffirmed Executive Director role and authority, oral reading of policies.

- VIII. ADJOURNMENT:** The meeting was adjourned at 3:55 p.m.

**MOTION:** Made by R. Halloran to adjourn the meeting. Seconded by S. Mann Gray. Motion Carried.